Laundry

Buddy Orientation Checklist

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| Job Duties | Date | Trainer’s Initials | Buddy’s Initial’s |
| Show and explain communication book |  |  |  |
| Show and explain resident room lists for clothing laundry. |  |  |  |
| Show laundry room and explain laundry procedures   * Explain the soiled laundry sorting * Explain how to use the machines * Explain chemicals used and PPE (chemical fast tags) * Explain folding procedure and proper body posture |  |  |  |
| Show staff lundry room and storage   * Explain where supplies are kept in room * Explain all chemicals used including what PPE is to be used with each * Show where MSDS sheets are kept, point out PPE requirement component |  |  |  |
| Go over project work lists and tasks.   * Moving in resident labeling . * Daily cleaning duties * Monthly cleaning duties. * Annual cleaning duties. |  |  |  |
| Collecting and throwing out garbage procedure (SWPP) |  |  |  |
| Responding to a Resident Emergency call procedure |  |  |  |
| Show where to find SWPP binder (insert site specific SWPP)   * Working alone * cleaning |  |  |  |
| Go over Job Hazard Assessment in SWPP binder |  |  |  |
| First Aid procedures |  |  |  |
| Hazard Reporting process |  |  |  |
| Incident Reporting process |  |  |  |
| Emergancy Response process |  |  |  |
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